



**MAINTENANCE MECHANIC  
(CORRECTIONAL FACILITY)**  
**Final Filing Date: February 26, 2010**

**OPEN , NONPROMOTIONAL - SPOT**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** DEPARTMENT OF CORRECTIONS AND REHABILITATION  
SPOT EXAMINATION FOR:  
**HIGH DESERT STATE PRISON  
AND  
CALIFORNIA CORRECTIONAL CENTER**

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

**By mail with:** **or** **In person with:**  
**HIGH DESERT STATE PRISON** **HIGH DESERT STATE PRISON**  
**DELEGATED TESTING OFFICE** **DELEGATED TESTING OFFICE**  
**P. O. BOX 270220** **475-750 RICE CANYON ROAD**  
**SUSANVILLE, CA 96127** **SUSANVILLE, CA 96127**

If you are personally delivering your application, you must do so between the hours of **6:00 a.m.** and **4:30 p.m.**, Monday through Friday, to the same street address as listed above.

**NOTE:** Only applications with an original signature will be accepted.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**APPLICATION DEADLINE/ REQUIREMENTS** **February 26, 2010** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

**TEST DATE** The written test date will be **April 21, 2010.**

**SALARY RANGE(S)** As of: **January 29, 2010**  
**\$4,207 - \$4,621**

**MINIMUM QUALIFICATIONS** **Either I**  
Completion of a recognized apprenticeship in a mechanical trade. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.)

**Or II**  
Three years of varied experience as a Building Maintenance Worker in California state service, which must have included experience working in at least three of the following areas: electrical, plumbing, heating, water and power systems; repairing various mechanical and automotive equipment; and performing minor building construction, repair and painting. **And**

**Education:** Completion of 576 hours of formalized technical instruction relating to Maintenance Mechanic offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts Degree or Certificate of Completion in Mechanical Technology from a California Community College, which must have included at least 12 semester units of instruction in mechanical trades courses may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion to appointment. (Two additional qualifying years of experience may be substituted for required education.)

**Or III**  
Four years of varied experience in the Mechanical Trades which must have included experience working in a t least three of the following areas: electrical, plumbing, heating, water, and sewer systems; repairing various mechanical and automotive equipment, and performing minor building construction, repair and painting. **And**

**Education:** Completion of 576 hours of formalized technical instruction relating to Maintenance Mechanic offered by such established programs as: Job Corps; Skill Centers: ROP; trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts Degree or Certificate of Completion of Mechanical Technology from a California Community College, which must have included at least 12 semester units of instruction in mechanical trades courses may be substituted for the 576 hours of the technical instruction.) Students who are within six months of completing their degree will be admitted to the examination by they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for required education.)

**Special Personal Characteristics:** Superior mechanical ability.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.**

EXAMINATION  
PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems

2. Material, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work

3. Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems
- B. **Ability to:**
1. Read, interpret, and work from plans, drawings, and specifications

2. Estimate materials needed

3. Keep records

4. Follow oral and written directions

5. Get along well with others

6. Communicate effectively

ELIGIBLE LIST  
INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A **Maintenance Mechanic (Correctional Facility)**, under general direction, in a State correctional facility with the Department of Corrections and Rehabilitation, inspects, maintains, and repairs plumbing, heating, water, and sewer systems; does miscellaneous minor building construction and repair work; does miscellaneous interior and exterior painting; refinishes furniture; estimates and requisitions materials and supplies; keeps tools and equipment in good condition; keeps records and prepares reports; maintains order and supervises the conduct of persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates, residents or patients for contraband, such as weapons or illegal drugs; and does other related work.

Position(s) exist with the California Department of Corrections and Rehabilitation at location(s) listed above.

SPECIAL TESTING  
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/  
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points. **If you receive Veterans' Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

It is the candidate's responsibility to contact **HIGH DESERT STATE PRISON, DELEGATED TESTING OFFICE** at **(530) 251-5100, Ext. 5634** three weeks after the final filing date if he/she has not received his/her progress notice.

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at [www.jobs.ca.gov/OEC/jobs/stateapp.aspx](http://www.jobs.ca.gov/OEC/jobs/stateapp.aspx)

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**Veterans' Preference:** California law allows the granting of Veterans' Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans; and 15 points for disabled veterans. Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**Career Credits:** California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS